

Request for Remote Work Arrangement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a remote work arrangement. Due to [briefly explain your reason, e.g., personal circumstances, health issues, work-life balance], I believe that working remotely would allow me to maintain productivity while effectively managing my responsibilities.

During this time, I assure you that I will remain fully committed to my role and will ensure seamless communication with the team through [mention tools like email, video calls, etc.]. I am confident that this arrangement will not disrupt our workflows.

I would greatly appreciate your consideration of my request and am happy to discuss any concerns or conditions you might have. Thank you for your understanding.

Sincerely,

[Your Name]